

MICROSOFT MAIL AT NIH

DCRT has copies of the Microsoft Mail Post Office for installation and use on your local network. The HUB necessary for exchanging mail with other Microsoft Mail networks, as well as other DCRT supported mail systems, is now a production service. To arrange for a connection to the hub, please call 4-DCRT.

In order to receive your copy(s) of Microsoft Mail, please complete the attached Information Summary and return it to DCRT. If you have any questions, please refer to the Microsoft Mail Naming Conventions included in this packet or call 4-DCRT.

MICROSOFT MAIL INFORMATION SUMMARY

In order to receive your copy(s) of Microsoft Mail, please complete the following information and return it to: John Savoy - DCRT, Bldg. 12A, Room 3020, or Fax to 402-1620, or e-mail to SavoyJ@Magic.DCRT.NIH.GOV.

You will need to fill out one information Summary per network.

ICD: _____ Lab/Branch: _____

Administrator: _____ Phone Number: _____
Preferred Email Address: _____ Location: _____

Alt. Administrator: _____ Phone Number: _____
Preferred Email Address: _____ Location: _____

Network Type:

☐ 3Com Net Number: _____ Domain:Org: _____
☐ LAN Mgr. Domain: _____
☐ Other: _____
(Please specify and call for connectivity information)

Microsoft Mail Information: _____
Microsoft Mail Server Name: _____

(Where the Microsoft Mail Post Office resides)
(If LAN Manager Server: IP Address: _____)

Location of Post Office: Building _____ Room _____
Microsoft Mail Post Office Name: _____

(Please See Microsoft Mail Naming Conventions)

Microsoft Mail Network Name: _____

(Please See Microsoft Mail Naming Conventions)

Total Number of Users: _____

DOS Users: _____

Mac Users: _____

Windows Users: _____

MICROSOFT MAIL NAMING CONVENTIONS

Microsoft Mail uses the convention of Network/Postoffice/Mailbox with each component containing a maximum of ten characters. In addition, each Mailbox can have a "full name" associated with it which can be up to 30 characters. Although Microsoft Mail does not distinguish between upper and lower case characters, it does display them as entered to improve readability.

Network (10 characters max.)

NIHICD

This convention is required to participate in the DCRT Microsoft Mail hub. This hub will allow exchange of electronic mail with email systems at the NIH as well as BITNET and the INTERNET.

Example: NIHNMH (for the National Institute of Mental Health)

Postoffice (10 characters max.)

This should be unique within the Microsoft Mail "Network". The postoffice name can contain letters and/or numbers. DCRT suggests that it begin with a letter. It is suggested that you name it by organizational or geographical breakdown for uniqueness and clarity.

Example: RSB (for the Research Services Branch of NIMH)

Mailbox (10 characters max., 8 characters strongly recommended)

The mailbox is the name that is entered to identify the user to the Microsoft Mail system. This is commonly thought of as "userid" or "account name". The LAN administrator will give each user on their network a unique mailbox name. This must consist of letters and/or numbers.

NIH is participating in an HHS-wide mail system which limits the userid to 8 characters. If you use more than 8 characters now, you may have to change it later. Therefore, it is strongly recommended that you limit this to a maximum of 8 characters.

It is recommended that the LAN Manager login name be the same as the Microsoft Mail userid for simplicity on the part of the user as well as the administrator. For ease of administration, be consistent with whatever convention is selected. Remember, this ID is what is used to display who the mail is sent from and is distributed to users outside the Microsoft Mail system.

Example: SchmoesJ (for Joseph Schmoesky)

Full Name (30 character max.)

This convention is required to participate in the NIH-wide Microsoft Mail directory exchange. The full name will appear in NIH-wide address lists. The names are displayed alphabetically in the address lists and therefore it is imperative that the full name begin with the last name to facilitate name look-up. Please follow phone book convention by capitalizing the first letter of the first and last names as appropriate. Middle initials following the first name are optional. Honorifics can be added in the template.

Example: Schmoesky, Joseph

SMTP Gateway

To use the SMTP gateway, a Domain Name System host name for each post office will need to be assigned. DCRT recommends that you precede the required "...icd.nih.gov" with the post office name: postoffice.icd.nih.gov

Example: rsb.nimh.nih.gov